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CAREER COUNSELING PROGRAM

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Rocky Mountain Region
USDA Forest Service

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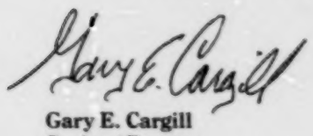
How can you be true to your future if you don't know what it holds? Good question! Although the future is unpredictable, everyone can have a direct influence on how things turn out.

Planning for the future is always tentative. But you can be sure that without a plan, there is less chance of a dream coming true.

The primary reason people lose motivation to succeed is often because they do not link their efforts to a life goal. Without the advantage of a "bigger picture" they become stalled and feel "boxed in." Instead of viewing work as a vehicle which will lead them to fulfillment, they often see it as something to endure.

I hope that with the information, training and resources that the Rocky Mountain Region is making available for you, you will have good reason to view your Forest Service career as a satisfying, fulfilling part of your life.



Gary E. Cargill
Regional Forester

This brochure is designed to inform Forest Service employees of the Career Counseling Program available in the Rocky Mountain Region. The goal of the Regional Career Counseling Program is to provide every employee with the information and resources they need in order to make informed career/life decisions.

The Regional Career Counseling Program objectives are:

1. Assist employees in identifying career/life interests, skills, and goals.
2. Provide employees with tools to enable them to effectively implement their career plans.
3. Provide supervisors with training in counseling.
4. Provide a network of career counselors at every Forest Office and the Regional Office to assist employees and supervisors.

Career Counseling Program

Courses available in the Regional Training and Development Plan in Career/Life Management and Counseling:

1. **Orientation to Forest Service**—acquaints a new employee with the history, culture, diversity, scope, issues and challenges of the Forest Service. Employees can compare their values and objectives with those of the Agency.
2. **Career/Life Planning**—employees take an inventory of their personal and working life, develop personal and career goals and end up with a Career/Life Plan.
3. **Plateauing: Realities of Work for Employees**—focuses on what it is, how it affects an employee's work and personal life, and how to constructively deal with it.
4. **Taking Charge of Your Career**—accepting personal responsibility for career development, making a personal assessment and developing a strategy for action.
5. **How to Grow When There's No Place to Go**—examines two primary barriers to growth in today's organizations and then provides five basic bridges to cross them.
6. **The Best Way to Predict the Future Is to Create It**—learn how to create the results you want in your life, new problem solving techniques, and innovative approaches through "innovision."

7. **Life Skills for Winning**—if you feel you are working hard for your life, but that your life is not working for you, you will learn life skills for winning.

8. **Counseling Skills for Supervisors and Managers**—develop effective counseling skills by learning techniques to understand, motivate and counsel employees.

9. **Counseling Skills for Forests/RO Career Counselors**—covers the content of course #8 in more depth as well as learning how to use the Career Interest Assessment Instrument.

10. **Manager As a Mentor: A System for Making Career Counseling Effective**—what mentoring is, the hazards as well as benefits of mentoring, establishing a mentoring program and skills that a mentor needs.

11. **Aging and Ageism: A "Need to Know" Topic**—employees examine their attitudes about the aging process, learn about new developments in aging, future predictions and why this information is vital.

12. **Planning for Retirement**—provides information on financial planning, insurance, estate planning and CS/FERS retirement benefits.

13. **Making the Most of Retirement**—learn the New Aging Model in understanding aging process, age-proofing yourself and developing a plan for retirement that fits your values, aspirations and lifestyle.

Career Counseling Information

The following handbooks, catalogs, and brochures are available at all Forest Offices in the Region and in the Regional Office.

Regional Training and Development Plan—provides a descriptive listing of all training courses, workshops and seminars being offered in the Region each fiscal year. The Plan is a good guide for an employee and supervisor for use in developing an employee's individual development and training plan. (FS-6100-2).

OPM Interagency Training Catalog—provides a descriptive listing of the training courses, workshops, and seminars offered by the Office of Personnel Management each fiscal year.

Career Counseling Data Book—contains service-wide and Regional employment accessions, promotions and separations data on the current work force. Also provides historical trend information as well as future employment plans.

Career Information Handbook—contains sections on Career/Life Planning; employment/promotion programs and procedures; qualifications (X-118) information on occupational series; position classification information; how to complete an application for Federal employment; and Q & A on commonly asked questions.

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